



EMPLOYMENT OPPORTUNITY

Librarian I (Hourly)

RECRUITMENT NUMBER: 05-384

276 FOURTH AVENUE
CHULA VISTA, CA 91910

SALARY: \$19.56 - \$23.78 / HOURLY

FILING DEADLINE: 5 PM, FRIDAY, OCTOBER 14, 2005

SUPPLEMENTAL QUESTIONNAIRE REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

To perform a variety of professional library work in the City libraries including reference services, materials selection, children's and young adult services, reader's guidance, cataloging, computers and community programs, among others; to assist the general public by responding to questions in person, over the telephone, and electronically; to provide staff training and supervision as needed; and to do related work as required. May be required to work evenings, weekends and holidays. This is a non-benefitted hourly position.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Provide reference service and instruction to library guests of all ages using print, media and computer resources; and answer questions from the public in person, over the telephone, and electronically; assist the public in making the most effective use of library facilities; ensure guests follow library policies and procedures; plan and deliver library programs for children, youth and adults; instruct guests on the use of the Internet, computer applications and other library services; and resolve general complaints; deselect library materials based on condition, currency and relevance; note gap in collections and make recommendations; develop seasonal and topical displays throughout library; compile lists and bibliographies; review books and make recommendations for their purchase; stay abreast of new trends and innovations in the field of library science and services; resolve staffing emergencies and problems with the public's use of the library; catalog, classify and assign subject headings to books, pamphlets and other publications; may be responsible for library operations in assigned time or in the absence of senior staff, including evenings and weekends; conduct library tours; train staff and volunteers as assigned; prepare correspondence and reports as assigned; recommend budget needs to supervisor; maintain order, quiet, and safety in the library as needed; assist in conducting research projects and special studies; attend conferences of professional organizations and serve on committees; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform other related duties as assigned. When assigned to Circulation: Assign, prioritize, supervise, review and participate in the work of staff in the circulation services section of the library; establish circulation work schedules; distribute and balance the workload among employees and make day-to-day adjustments in accordance with established priorities; review and evaluate employees work performance; work with employees to correct deficiencies; participate in the selection of staff and provide and/or coordinate staff training; reduce and/or waive fines for guests as necessary; monitor budget for hourly employees; troubleshoot problems with library computers and other related equipment; verify daily cash revenue reports and send to finance; calculate and collect fines and other charges; prepare and review reports and other correspondence.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, OR (2) Bachelor's Degree from an accredited college or university with major course work in liberal studies, social science or a related field, supplemented by 9 semester or 12 quarter units of graduate library science education accredited by the American Library Association, and 3 years of paraprofessional library experience including 1 year of supervisory experience, or completion of a library technician program from a community college or 9 Continuing Education Units in Library Science, OR (3) Bachelor's Degree from an accredited college or university with major course work in liberal studies, social science or a related field and 2 years paid paraprofessional experience in a library and current enrollment in an American Library Association accredited MLS program with 20% coursework completed, OR (4) Masters Degree in a subject and 2 years paid paraprofessional experience in a library. May need to possess a valid California Driver's License.

Knowledge, Skills and Abilities: Knowledge of: Basic principles and practices of library services, organization, and procedures; basic research techniques using print, automated library systems, databases and the Internet; basic principles and practices of supervision; books, authors, and reference sources in a variety of subject areas; reference sources, cataloging techniques, and Dewey decimal system; pertinent Federal, State and local laws, codes and regulations, and City policies; public relations and methods for promoting library services and programs; basic budgeting and needs assessment techniques; computer equipment and software applications related to assignment; rules of English grammar and spelling; Ability to: learn to assess the needs of library guests and provide accurate reference information; learn and use automated library systems, databases and Internet search tools; locate and evaluate sources of information on library materials; search, evaluate, interpret and explain information; read, interpret and apply bibliographic standards, narrative and statistical data information, and documents; read and interpret instructions, library rules, regulations and policies; may schedule staff and designate daily assignments to have all public service desks covered; may supervise, train and evaluate subordinates including volunteers and interns; learn, interpret and apply pertinent federal, state and local policies, procedures, laws, codes and regulations; plan and organize programs and promote interest in library services; close branch ensuring safety and proper closing of building; work evenings and weekends; use initiative and sound independent judgment within established guidelines; deal with irate customers in an effective manner; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis: sit at a desk, stand, or walk for long periods of time; intermittently twist and reach office equipment, bend and stoop to reach and grasp books and materials off shelves and extend arms above the shoulder to reach materials and supplies; use telephones, write or use keyboard to communicate through written means; lift up to 20 pounds and push a 50 pound cart; see in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Questionnaire by 5:00 p.m., Friday, October 14, 2005. Applications submitted without a Supplemental Questionnaire will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

Name _____

LIBRARIAN I (HOURLY)
Supplemental Application Form
Recruitment No. 05-384

READ THESE INSTRUCTIONS CAREFULLY: This questionnaire **IS NOT** a substitute for the official City application. You must complete both forms completely. The information contained in the employment and supplemental applications will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Failure to complete both forms will result in immediate disqualification from the recruitment process. If you require more space than is allowed on this form, please attach additional sheets and make sure that each additional sheet includes your name, printed legibly, in the upper, right-hand, corner. This questionnaire must be attached to your application.

Section 1. MINIMUM QUALIFICATIONS.

- A.** Do you possess education equivalent to the qualifications as stated in the job announcement ? If your response is "yes" please indicate which degree you possess:

☐ Masters in Library Science

☐ Masters in another field with qualifying coursework & experience

I possess other qualifying education and experience: Please explain

- B.** Do you possess library work experience?

☐ Yes ☐ No

- C.** Do you possess automated library system experience ?

☐ Yes ☐ No

If yes, please describe your experience include length of experience and where experience was obtained:

Name _____

Section 2. COMPUTER SKILLS. For each program, please indicate your proficiency level: "Beginner," "Intermediate," "Advanced" or "Not Applicable"; the frequency of use: "Daily," "Weekly," "Monthly" or "Never"; and the types of assignments/projects you've worked on within the stated program.

Computer Experience	Proficiency Level	Frequency of Use	Types of assignments/projects
Microsoft Word			
Microsoft Excel			
Microsoft Access			
Microsoft Outlook			
Millenium			
Other (i.e. Integrated Online Library System): Please list:			

Section 3. WORK EXPERIENCE. Please indicate your experience in each of the duties listed, indicating the frequency of each: "Regularly (Daily)," "Sometimes (Once Weekly)," "Rarely (Once Monthly)" or "Never" and the number of months/years you have actually performed the duty.

Duties	Frequency	Length of Experience
Training, supervising, scheduling, and assigning/reviewing work of library staff		
Library Guest Services (greeting guests, answering questions, resolving complaints, etc.)		
Preparing library division or section budget, including recommendations for books and materials purchases		
Recommending, deselecting & distributing books, materials and reference documents/materials		
Maintaining library databases including preparation of reports.		

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Print Name: _____ Signature _____ Date _____

Librarian I (Hourly)
Recruitment #05-384

Name _____

Print Name

Signature

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Librarian I (Hourly)
Recruitment #05-384

Name _____

Librarian I (Hourly)
Recruitment #05-384

Name _____
